



JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Small Quantity Generator Program**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Technical and supervisory work planning, implementing, and coordinating the County's Small Quantity Generator Hazardous Waste Disposal Program. Assures compliance with State of Florida Department of Environmental Protection regulation 17-731.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans and supervises the work activities of assigned personnel. Establishes priorities and schedules for work assignments.

Functions as liaison with federal, state, and local agencies, as well as private companies concerning proper disposal of hazardous waste materials.

Conducts site visits to business to assure compliance with Florida Department of Environmental Protection regulation 17-731. Advises businesses of proper handling, reporting and disposal of hazardous materials.

Investigates and notifies affected parties of environmental complaints and/or violations. Contacts appropriate state agencies when violations occur. Conducts on site visits of all hazardous waste complaints, and revisits sites to determine compliance measures have been taken. Identifies and notifies potential and known small quantity generators of proper disposal regulations for hazardous materials and determines the amount of hazardous material generated by the generator on an annual basis.

Coordinates County program to comply with Florida Department of Environmental Protection rules and regulations for proper disposal of household waste, used oil, lead-acid batteries, and other banned materials. Verifies through on site inspection a minimum of 20% of all facilities on assessment rolls annually.

Coordinates contracts with certified hazardous waste collectors and transporters as outlined by federal and state statute. Coordinates with other County Departments to conduct amnesty days to collect and properly dispose of household hazardous materials. Researches and develops both policies and regulatory standards to address conservation, preservation, and other environmentally oriented resource issues.

Develops and implements plans to conduct annual hazardous materials assessments as defined by the Small Quantity Generator Program regulations established by federal and state agencies.

Develops and maintains records, reports, files and logs as required.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of applicable environmental federal, state, and County laws, regulations, and codes. Knowledge of apparatus and techniques used in the field and laboratory testing related to pollution abatement/resource management activities. Knowledge of regulations for hazardous waste generators and appropriate disposal. Knowledge of Florida Department of Environmental Protection Regulation 17-731.

Ability to plan and manage environmental programs to achieve compliance with applicable laws, codes and regulations. Ability to establish effective working relationships with the public and employees. Ability to communicate effectively both orally and in writing. Ability to perform research projects and develop policies and standards. Ability to conduct investigations and make assessments of reported violations.

Bachelor's Degree in one of the Biological Sciences or Environmental Engineering, and four (4) years experience in regulatory or code enforcement with responsible experience in environmental control or hazard abatement programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.